

eDEP/TURA ONLINE FILING TIPS 2012 Reporting Year



Table of Contents

WHAT'S NEW FOR CALENDAR YEAR 2012 REPORTS	1
CHEMICAL LIST CHANGES FOR Reporting Year 2012.....	1
ONLINE TURA REPORTING	2
INFORMATION REGARDING FILING TOXICS RELEASE INVENTORY (TRI) FORM RS	3
LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED	3
ONLINE PAYMENT OPTION FOR TOXICS USE FEE.....	5
I. BASIC INFORMATION	5
What are the minimum requirements for using the eDEP online system?	6
eDEP Quick Fix	9
II. NEW USER REGISTRATION	10
III. EXISTING USERS.....	11
IV. COMPLETING THE FORMS	11
FORM SPECIFIC COMPLETION TIPS	15



WHAT'S NEW FOR CALENDAR YEAR 2012 REPORTS

CHEMICAL LIST CHANGES FOR Reporting Year 2012

- **Higher Hazard Substances**, Two substances have been added to the higher hazard list. These are:
 - **formaldehyde (CAS # 50000)** and
 - **hexavalent chromium compounds** (category number **1217**). Note that because hexavalent chromium compounds were split off from other chromium compounds

The reporting threshold for these chemicals (above) is 1000 pounds

- **non Hexavalent chromium compounds must be reported under the new MassDEP category number 1216**
- Please note that starting in RY 2012 state only form Rs must be completed for Formaldehyde, Hexavalent chromium and non Hexavalent chromium compounds, since TURA and TRI have different thresholds and/or qualifiers for these substances.

Chemicals newly reportable under TURA: The US EPA added 16 substances to toxics release inventory reporting effective reporting year 2011 reports. 12 of these substances first subject to TURA reporting effective this year (RY 2012).

Nine are new, individually listed chemicals [note: when entering in CAS#'s do NOT use the 'dash -']:

1-Amino-2,4-dibromoanthraquinone	81-49-2
2,2-bis(Bromomethyl)-1,3-propanediol	32296-90-0
Glycidol	556-52-5
Methyleugenol	93-15-2
o-Nitroanisole	91-23-6
Nitromethane	75-52-5
Phenolphthalein	77-09-8
Tetrafluoroethylene	116-14-3
Vinyl Fluoride	75-02-5

four chemicals were added to the Polycyclic Aromatic Compounds (PACs) category. :

1,6-Dinitropyrene	42397-64-8
1,8-Dinitropyrene	42397-65-9
6-Nitrochrysene	7496-02-8
4-Nitropyrene	57835-92-4

The amounts of any of those substances should be added to any other PACs reported.

Three of the 16 substances have been TURA-reportable since the CERCLA list was added to TURA.:

Furan*	110-00-9
Isoprene*	78-79-5
Tetranitromethane*	509-14-8

ONLINE TURA REPORTING

Facilities are urged to file online via the eDEP system. More than 95% of TURA facilities do so.

Advantages

- ✓ Complete forms more quickly and easily, as many data fields will fill themselves in or pre-populate based on prior years' submittals.
- ✓ The system completes the Fee Worksheet - Invoice automatically.
- ✓ Avoid improperly completed forms through data entry controls.
- ✓ **No** paper forms have to be submitted.

Easy to Set up

If you filed under TURA before, register online with eDEP at www.mass.gov/dep and click on eDEP Online filing. It takes about 15 minutes to sign up online and receive confirmation by email. To register you will need your MassDEP Facility ID# and TAX ID# (FEIN/TIN). Please contact MassDEP-TURA at 617-292-5982 if you need to obtain your ID numbers.

Note to first-time filers: There are special procedures for facilities reporting for the first time. Just submit a Form S Cover Sheet (paper copy) in advance and DEP will set things up so you have access to the eDEP system. In this case, please contact Walter Hope of MassDEP at 617-292-5982 to make arrangements to enable electronic TURA filing.

INFORMATION REGARDING FILING TOXICS RELEASE INVENTORY (TRI) FORM RS

If you submit Federal TRI Form Rs to EPA via the TRI-ME web, those forms are sent directly to the Department via EPA's Central Data Exchange (CDX). Using the TRI-ME system fulfills the TURA Form R filing requirement.

You must still submit TRI Form Rs to MassDEP IF your facility:

- Submits Federal TRI Form Rs to EPA via paper
- Is a first time TRI filer
- Is required to submit a "State-Only Form R" to MassDEP. State-Only Form Rs are required when the facility:
 - Is in an industrial sector (NAIC code) that is covered by TURA but not the Federal TRI program.
 - Uses a chemical that is covered by TURA but not the Federal TRI program. Remember to submit a separate Federal Form R to the EPA TRI program.)
 -
 - Uses a chemical that is covered by both TURA and the Federal TRI but where the qualifiers differ. (Remember to submit a separate Federal Form R to the EPA TRI program.)
 - Uses a TURA "higher hazard" chemical in an amount greater than the TURA reporting threshold, but less than the Federal reporting threshold. (The TURA threshold for higher hazard chemicals is 1000 pounds for non PBts and 100 lbs, 10 lbs, or 0.1 gram, for PBTs, depending on the specific PBT chemical.)

<u>LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED</u>		
cas	name	Category Explanation
1004	Cadmium Compounds	Higher hazard as of reports covering CY2008
1216	Chromium Compounds – Hexavalent only	Higher hazard as of reports covering CY2012
1217	Chromium Compounds – non hexavalent	TURA has qualifiers that EPA TRI 313 lacks – TURA covers only non Hexavalent chromium compounds
5000	Formaldehyde	Higher hazard as of reports covering CY2012

LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED		
cas	name	Category Explanation
	/methylene oxide	
79016	Trichloroethylene	Higher hazard as of reports covering CY2008
123319	Hydroquinone	TURA has qualifiers EPA TRI 313 lacks – TURA covers amount manufactured only as of reports covering CY2002
127184	Perchloroethylene /Tetrachloroethylene	TURA Higher hazard as of reports covering CY2009
7439965	Manganese	TURA has qualifiers EPA TRI 313 lacks – TURA covers only the pure metal and aerosol alloys as of reports covering CY1995
7440020	Nickel	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440224	Silver	TURA has qualifiers TRI 313 lacks - report only if copper alloy aerosol as of reports covering CY2002
7440439	Cadmium	TURA Higher hazard as of reports covering CY2008
7440473	Chromium	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440484	Cobalt	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440666	Zinc	EPA TRI 313 has qualifiers that AT TURA lacks – TURA covers all forms
7647010	Hydrochloric acid	EPA TRI 313 has qualifiers that AT TURA lacks – TURA covers all forms
7664939	Sulfuric acid	EPA TRI 313 has qualifiers that AT TURA lacks – TURA covers all forms
7723140	Phosphorus	EPA TRI 313 has qualifiers that AT TURA lacks – TURA covers all forms
8014957	Oleum (fuming sulfuric acid, sulfuric acid mixture with sulfur trioxide)	EPA TRI 313 has qualifiers that AT TURA lacks – TURA covers all forms
65357622	Copper	TURA has qualifiers TRI 313 lacks – TURA covers only if in silver alloy aerosol as of reports covering CY2002

If you are using eDEP and one of the factors listed above applies, a State only Form R (or A) will be automatically presented to you on line. If you are submitting a paper TURA

report, then you must fill out the Federal TRI form and submit it along with your Form S. If the substance is also reportable under TRI you will need to file a separate TRI form with EPA.

ONLINE PAYMENT OPTION FOR TOXICS USE FEE

Facilities that file their toxics use report via eDEP have two options for making toxics use fee payments:

1. Pay electronically at the time of filing by providing bank account information (select “ACH” in eDEP); or
2. (select “CHECK” in eDEP and enter the check number and then mail the check and a copy of the fee worksheet to MassDEP by September 1, 2013. Mail checks to: MassDEP, P.O. Box 4062, Boston, MA 02211.

Note that there is **no billing option**. Giving facilities the ability to pay toxics use fees at the time of filing (either electronically or by providing a check number and then mailing a check) allows them to complete the reporting process without waiting for a future bill and minimizes transaction costs for both facilities and MassDEP. Facilities that do not submit their toxics use fee by September 1, 2013 will be subject to a \$1,000 late fee, regardless of which payment option is chosen.

NEED ADDITIONAL INFORMATION ON EDEP TURA REPORTING?

Contact Walter Hope at MassDEP (617) 292-5982 or Walter.Hope@state.ma.us

I. BASIC INFORMATION

INTRODUCTION

This TIP sheet provides you with helpful information for registering and filing online the Massachusetts DEP Toxics Use Report (Form S and Form R). In addition to this TIP document, you should consult the following instructions for completing the forms in the Toxics Use Report:

- 1) Toxics Use Reporting Instructions
<http://www.mass.gov/dep/toxics/approvals/turforms.htm> *
a) Note: ‘sometime’ in the summer of 2013 MassDEP’s web page will change. This link will not work after this change. Access MassDEP’s web page from Mass.gov/DEP and then search for TURA
- 2) Toxics Use Reporting Appendices
<http://www.mass.gov/dep/toxics/approvals/turforms.htm> *

a) *Note: 'sometime' in the summer of 2013 MassDEP's web page will change. This link will not work after this change. Access MassDEP's web page from Mass.gov/DEP and then search for TURA*

- 3) U.S. EPA Toxics Release Inventory Reporting Instructions
<http://www.epa.gov/tri/report/index.htm>

ASSISTANCE CONTACTS and PHONE NUMBERS

- Technical Help/Systems Access and software assistance - Help Desk 617-556-1111*
- eDEP/TURA assistance Walter.hope@state.ma.us 617-292-5982
- eDEP/TURA assistance Edward.weatherhead@state.ma.us 617-564-6579
- TURA Reporting Requirements Lynn.Cain@state.ma.us 617-292-5711 or Cynthia.chaves@state.ma.us 617-292-5848
- Office of Technical Assistance and Technology (OTA) - Assistance with completing toxics use report 617-626-1080

OPERATING SYSTEM REQUIREMENTS

What are the minimum requirements for using the eDEP online system?

Macintosh

For system requirements and instructions, see [eDEP on Mac Instructions](#)

Windows PC

Microsoft Windows NT 4.0, 2000, XP, or Windows 7 (Vista is not supported)
Microsoft Internet Explorer Version 5.0 and higher or Netscape Navigator Version 7.0 and higher

Windows PC users should use the latest version of the [FREE Adobe Reader](#). Many versions of Adobe Reader for the PC (including 5.0.0, 6.0.0, 7.0.0 and 9.3.2.0) are not compatible with the improved eDEP software because of known bugs in Adobe's Reader. Also, Adobe releases newer versions to patch problems in the older software. So we recommend upgrading before you start working on your forms.

IMPORTANT: you must uninstall previous versions of Adobe reader on the PC before you upgrade to the latest version. Adobe versions 5.x and 6.x frequently fail to completely uninstall themselves - you will recognize this by the fact that directories for Acrobat 5 or Acrobat 6 remain in the Adobe subdirectory of your C:\Program Files directory. It may be necessary to manually remove these older directories after deinstalling the old reader through Windows Control Panel. Again, note that you will need to completely deinstall the old reader first before installing the new version to avoid conflicts between the 2 versions. If you are not able to load your forms, it is very likely an Adobe reader conflict problem based on our Help Desk experience.

How do I set up Adobe Reader to open an eDEP online form?

Macintosh

Some Mac users are having trouble with the new Adobe Reader 9.x version. Also, versions of Adobe Reader older than 8.x do NOT work with eDEP. We recommend Adobe Reader 8.1 - for system requirements and instructions, see [eDEP on Mac Instructions](#)

Windows 2000 and XP

1. Open Adobe Reader application
2. From Adobe Reader's Menu bar select "Edit"
3. Select "Preferences"
4. Left hand pane select "Internet",

Check or ensure that the "Display PDF in Browser" checkbox is checked.

For assistance, please see the [eDEP Contacts page](#).

Why does my browser keep freezing up when I try to open a form?

Macintosh

Only Adobe Reader 8.1 works with Safari on the Mac. For details, see [eDEP on Mac Instructions](#)

Windows PC

It may be because of the version of Adobe Reader installed on your computer. See question 4 above for eDEP System Requirements.

eDEP will not work with Adobe Reader Versions 5.0.0, 6.0.0, 7.0.0 and 9.3.2.0, because of known bugs in Adobe's software.

If your browser is freezing up, first check to make sure that you do not have Acrobat Reader Version 5.0.0, 6.0.0, 7.0.0 or 9.3.2.0 installed on your Windows PC or Adobe Reader 8.1.x or earlier on your Macintosh. To see what version of Adobe Reader is on your machine, first launch the program, then choose Help from the application menu and select the About Adobe Reader item.

If you find that you do have one of these versions of Adobe Reader installed on your computer, then this is probably the reason that your browser keeps freezing up. If you want to use eDEP for online filing, we recommend:

1. Download and install Adobe Reader X (10.0.1) available at:
<http://get.adobe.com/reader/?promoid=BUIGO>
Do NOT check the **Include in your download** checkbox for McAfee Security Scan Plus
2. Within Adobe Reader X select Edit > Preferences Categories
3. From the Categories on the left, select Internet
 - Under Browser Web Options:
 - Check "Display PDF in Browser" and "Allow Fast Web View"
 - Under Internet Options
 - Select LAN for Connection Speed
 - Select the Internet Settings button
 - Select the Security tab > click on Trusted Sites > click on the Sites button > Add <https://edep.dep.mass.gov> > Select Close > Select Apply button if it is not grayed out

- Select the Privacy tab > click on the Sites button > Type <http://www.mass.gov> in Address of website > Click Always Allow > Click OK > Select Apply button if it is not grayed out
 - Under Pop-up Blocker either:
 - Uncheck the Turn-on Pop-up Blocker box ; OR
 - Select Settings Button > Type "<https://edep.dep.mass.gov>" in Address of website to allow > Click Add > Click Close Button > Click OK
4. From the Categories on the left, select JavaScript
- Check only "Enable Acrobat JavaScript" and "Enable Global Security Policy" > Click OK

For Assistance

Please contact [eDEP Help](#)

Why do I get a runtime error on my Windows PC saying:

A Runtime Error has occurred.
Object Expected
Line: <line number>
Do you wish to Debug?

This behavior may occur after you install Office 2003, if the Web Debugging feature was selected for installation. If you select Web Debugging during the Office 2003 installation, the Disable script debugging check box in Internet Explorer is cleared.

To resolve this behavior, you must reconfigure the Internet Explorer script debugging options. To do this, follow these steps:

1. Start Internet Explorer.
2. On the Tools menu, click Internet Options.
3. In the Internet Options dialog box, click Advanced.
4. Click to select the Disable script debugging check box.
5. Click to clear the Display a notification about every script error check box.
6. Click OK.

For more information go to the following Microsoft Support page:
<http://support.microsoft.com/kb/822521/en-us>

How do I clear my browser's cache?

Internet Explorer 7

- From the Tools menu, select Internet Options
- Choose the General tab
- Under Browsing history, click Delete
- Next to "Temporary Internet Files", click Delete files
- Click Close
- Click OK to exit.

Internet Explorer 6

- On the Tools menu, click Internet Options to open to the General tab
- In the Temporary Internet Files section, click the Delete Files button to delete all files currently stored in your cache
- Click OK, and then click OK again.

Safari

- From the Safari menu, select Empty Cache
- When prompted, click Empty to confirm that you want to empty the cache.

Firefox 3 for Windows

- From the Tools menu, select Clear Private Data
- Check Cache
- Click Clear Private Data Now

Firefox for Mac OS X (NOTE: Firefox for Mac will not be able to open PDF forms)

- From the Tools menu, select Clear Private Data
- Make sure Cache is checked
- Click Clear Private Data Now

eDEP Quick Fix

- Three eDEP Quick Fix self-help **Adobe Acrobat** Access Tip Sheets have been included at the end of this document to assist you with Adobe issues. Please refer to these documents prior to contacting the Help Desk.

Due to the robust nature of this system, eDEP filing via phone modems is not suggested. Cable modem, T1, DSL or better is suggested for the best response time.

SYSTEM LIMITATIONS

The system is not configured for reporting a parent chemical in one situation and a compound in another (e.g., ammonia and ammonium nitrate). Facilities in this situation should still file on paper. The eDEP system also will not allow filing of Trade Secret submittals. **Paper filing is required for Trade Secret un-sanitized submissions. The Sanitized files can be submitted via eDEP. Trade Secret Filers should contact Lynn Cain for further instructions.**

SAVING YOUR WORK

The eDEP/TURA system is an online or web-based (internet) reporting system. Data you enter is stored on State operated computers, and cannot be stored or saved on your on-site computers or storage devices.

WEB SITE ADDRESS

To access eDEP Online Filing, go to <http://mass.gov/DEP> and click on **eDEP Online Filing**. (on the right-hand side of the screen)



Note: 'sometime' in the summer of 2013 MassDEP's web page will change. This link will not work after this change. Access MassDEP's web page from Mass.gov/DEP and then search for TURA

TIMING

Plan ahead of time to avoid rushing at the last minute. Online submittals must be submitted on or before July 1, 2013.

Under the best circumstances, the eDEP system response should be under 1 minute per form (opening screens, entering data, and validating the form). Therefore, a 40-page submission should be able to be completed in about 40 minutes from start to finish (assuming the information is at hand for entry and that the system is operating correctly).


**Over 95% of filers used the online system
to complete their 2011 eDEP/TURA Filing.**



II. NEW USER REGISTRATION

To use the eDEP system, you must first register to obtain access. The registration process can be completed on-line and does not require a paper submittal to MassDEP.

Step 1 of 2 - Create Your Account

Complete the required fields. Write down your user name, password and nickname. When completed, press  to move forward.

Step 2 of 2 - How will you use eDEP?

Select 'Yes' if one or more of the items describe you or how you will use eDEP. Press



to continue.

Your company will need to decide on the appropriate person(s) to be given access to this system. TURA forms must be signed by a senior management official. A manager may decide to be the officially registered user and share their username and password.

Regardless of who is using the system, the person who is registered online will be the person responsible for the online filing.

You may wish to review your company policies regarding using and sharing user names and passwords as well as review the eDEP terms of use agreement.

*Please choose the 'I am an individual' option. It is **not** recommended that you select the administrator option for registering, since this requires a notarized signature.*

GENERAL PRACTICE PLANNERS or other users

- General Practice Planners that do NOT work for your company also may register online to complete your Toxics Use Report; you can provide them with document creator authority (a facility representative would need to have signature authority, just as with a paper submittal).
- In order for a PLANNER to work (to any degree) on the submission, the FACILITY MUST create the document online, and then **SHARE** with the PLANNER by indicating so using the PLANNER's Nickname.

III. EXISTING USERS

If you are already registered with the eDEP Online Filing system, you can login to the site using your username and password and immediately start working on your submittal.

WEB SITE ADDRESS

Access DEP Online Filing at <http://mass.gov/DEP> and click on eDEP Online Filing.



Note: 'sometime' in the summer of 2013 MassDEP's web page will change. This link will not work after this change. Access MassDEP's web page from Mass.gov/DEP and then search for TURA



FORGOT YOUR USERNAME OR PASSWORD?

If you forgot your username or password, contact the Helpdesk at 617-556-1111 or email Helpdesk.eea@massmail.state.ma.us for assistance. If you forgot your password, click on the 'forgot username or password?' line under the login box (shown above) and follow the directions.

IV. COMPLETING THE FORMS

REPORTING INSTRUCTIONS

It is essential that you consult the following additional instructions for completing these Toxics Use Report forms:

- Toxics Use Reporting Instructions and Appendices
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>

- US EPA Toxics Release Inventory Reporting Instructions
<http://www.epa.gov/tri/report/index.htm>

The eDEP/TURA system requires the use of certain codes such as Toxics Use Reduction Technique codes, Quantity of materials stored on-site codes, process codes, and DEP-specific CAS-type numbers for chemical categories or compounds. These codes can be found in the instructions listed above.

SELECTING THE FORM

Upon logging into the system, you will be presented with a screen titled 'my homepage'. In the upper right-hand corner, click on 'Start New' (i.e., move your mouse and cursor to the text 'start new' and click.)

SELECTING ONLINE FORMS

Next you will be presented with a screen titled 'online forms'. Using the first (top) drop-down menu, click on the down arrow. A list of forms will appear; scroll down to TURA-Form S Information. This is the only "Form" that will appear at this time (see below "HOW THE FORMS WORK") for more information.



Click on the Create Form button. Please be sure to have selected TURA-Form S Information prior to clicking on the Create Form button. If you have not, go back to the dropdown menu and select the correct forms.

HOW THE FORMS WORK

Completing forms in the eDEP/TURA system is a linear process. The forms must be completed in a specific order. The order of completion is:

- 1) Pre-Form;
- 2) Form S Cover Sheet Section 1-2;
- 3) Form S Cover Sheet Section 3;
- 4) Form S Cover Sheet Section 4;
- 5) Form S Sections 1-4;
- 6) Form S Notes (optional);
- 7) State-Only Form R/A (if applicable);
- 8 Toxics Use Fee Worksheet;
- 9) Signature screen;
- 10) Payment & Payment receipt,
- 11) Submittal;
- 12) Receipt and printing of submittal receipt.

Information that you provide on forms such as the Pre-form (screen) provide information on forms that appear later in the process. Chemicals that are added onto the Form S Cover Sheet Section 4 will trigger the creation of Form Ss that correspond to those chemicals.

Notes on chemicals used in waste treatment:

- If you have indicated on the Pre-Form that ALL chemicals are used to treat waste, a Form S Cover Sheet Section 1-4 will NOT be presented to you. A blank Form S will be created, and will only require you to complete Sections 1-3, but not Section 4.
- If you report on multiple chemicals, and one chemical is used ONLY in waste treatment, then this will require the creation of a 'dummy' production unit on the Form S Cover Sheet Section 1-4. This 'dummy' production unit is ONLY created as a placeholder and to create a trigger to generate a Form S Section 1-4 for the wastewater treatment chemical. DEP does not consider wastewater treatment to be a production unit.

FORM NAVIGATION AND BUTTONS

You may navigate or move around the forms using either your mouse and cursor or the tab button (do not use the your browser 'back' button to navigate from page to page).



and



should be used to move forward to the next part of your submittal. When you are in the Related Forms screens, you will see a listing of the forms that the system is working on. A ✓ to the left of the form description indicates that the form has been completed and validated, while a ▶ next to the form description indicates that the form is cued up and is prepared for use. Use the



to move forward. The list of Related Forms will expand as you complete the various forms. The **Related Forms** screen is a sub-set of the **My Current Submittal** screen.



SAVE - While the system does automatically save your work on the internet, you may click on the **Save** button (shown above) more frequently.

SAVE and EXIT – you should use this to save your work and exit the particular form that you are working on (this will return you to Related Forms).

VALIDATE – you should use this to perform a cursory check on your data entry to verify that all required data fields have been entered (and with valid codes if applicable). Successful Validation will return you to Related Forms.

PRINT – you should use this to print the particular form that is active and visible on-screen.

CLEAR – you should use this to clear all entries that you have made (this will NOT clear information which is automatically completed on the forms).

CANCEL – you should use this to not save the information you have entered. This will return you to Related Forms. If you have already VALIDATED a form and 'look' at it to review the information, and have NOT made any changes to the form, you may use the CANCEL button to go 'back' to the list of forms. Use of this button will NOT un-validate previously validated forms.

A blue rectangular button with the word "Cancel" in white text.

After you have entered in any or all of your information and VALIDATED it, you may wish to review your data entry. If you open a page, and then click on the VALIDATE button again, the pages associated with it will ALL need to be revalidated. IF YOU INSTEAD click on the CANCEL button (without having made any changes to the information), the associated form will NOT have to be revalidated.

PRE-FORM

The next screen that appears is titled the Pre-Form: TURA - Form S Information.

Please note that you CANNOT return to this screen after you have clicked on the NEXT button.

If you do make an error on this page you will need to delete this entry. To delete the entry, after clicking on next step, you will see a screen with **Current Submittal** Transaction ID and a number. To the right of this is a gray box with 'I would like to: Delete this submittal'. Click on this text to delete the submittal. You will be presented with a question "are you sure you want to delete this submittal?" If you are sure, click on yes. You will then be returned to the My Homepage screen. Return to SELECTING THE FORM above to continue.

Please input your facility's Tax Identification Number (TIN). This also is known as your Facility's Federal Employer Identification Number (EIN). Contact walter.hope@state.ma.us if you do not have this number. Each year DEP sends your facility a letter providing the TIN and DEP Facility ID number.

Please input your DEP Facility ID Number. Contact walter.hope@state.ma.us if you do not have this number.

If your Facility ID Number and/or Tax ID# are not already in our database (at all, or if it is incorrect), you will be presented with an error message. In this case please contact Walter Hope at Walter.Hope@state.ma.us. The database will be corrected, and the system should be able to function correctly within 1 business day after the correction is implemented.


Facilities that are entirely new (in name, location, or operation) to the TURA Program and have NEVER filed TURA Reports previously can only use the online reporting system if they provide certain information to MassDEP to set up an account prior to filing their report. Please contact Walter Hope at walter.hope@state.ma.us for more information.

Please indicate whether or not your filing is **Trade Secret** by responding yes or no using the yes or no button (click on the appropriate answer using your mouse). **Please note the eDEP/TURA system will not allow Trade Secret submittals – those must be submitted via paper filing.**

Please **indicate the number of FTEs** that work at your facility by clicking on the appropriate button. If you have a question regarding counting FTEs, please refer to http://www.epa.gov/tri/reporting_materials/guidance_docs/pdf/1998/1998qa_addendum.pdf

Please answer the 'are all chemicals used **ONLY** to treat waste?' question by clicking on the appropriate answer using your mouse. Please be aware that this is asking if ALL of the chemicals are used **ONLY** to treat waste, not are 'some' of the chemicals used to treat waste.


Please note that you CANNOT return to this screen after you have clicked on the NEXT button.

Upon correct completion of these questions, please click on the  button to move forward. If you have made an error prior to clicking on the next button, please correct the error.

Federal Form Rs: If you submitted a Federal Form R to U.S. EPA via TRI-MEweb, your Form R will be automatically submitted to DEP via EPA's Central Data Exchange System. **In that case you do not need to submit a Federal Form R to DEP.**

There may be some instances where you would need to complete a Federal Form R as well as a State Form R.

'My Current Submittal Transaction ID' – with a number will appear next. The transaction ID number is the unique identifying number for the submittal that you are working on. To continue

with the process, click on .

*If you wish to grant access to this submittal to another person(s), click on the gray box on the right-hand side 'I would like to: **Share this submittal**'. Follow the instructions for sharing. You will have the opportunity to select a role for the person(s) you are sharing the submittal with as well as the ability to limit the time frame (number of days) that the sharing process can continue. Please note that after a submittal has been submitted, it cannot be changed using the eDEP/TURA system.*

FORM SPECIFIC COMPLETION TIPS

Form S Cover Sheet (Section 1: General Information and Section 2: Certification Statement) (1 page)	<ul style="list-style-type: none">a) Section 1 is completed automatically; if the address does not match, please contact DEPa) If the Tax ID number is wrong, please contact DEPb) If the TRI ID number is wrong, please contact DEPc) Please change and/or complete Section 2 c-f (a – signature and b – date will be completed at the end of the process)
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<p>Form S Cover Sheet (Section 3: Chemicals previously reported that are not reportable this year) (1 page)</p>	<p><i>These questions are optional. The intent of this form is that chemicals that were reported for 2011 that are NOT reportable for 2012 are to be entered.</i></p> <p><i>Enter valid CAS # (or DEP category #). TRI chemical category codes (n230 for example) are NOT allowed in the eDEP-TURA system. Refer to the Toxics Use Reporting Appendix B for the correct DEP 4-digit code numbers for categories. http://www.mass.gov/dep/toxics/approvals/turforms.htm</i></p> <p>Note: ‘sometime’ in the summer of 2013 MassDEP’s web page will change. This link will not work after this change. Access MassDEP’s web page from Mass.gov/DEP and then search for TURA</p>
<p>Form S Cover Sheet (Section 4: Facility-Wide Listing of Production Units) (2 pages per Production Unit, more if needed)</p>	<ul style="list-style-type: none"> a) Make sure the production units that are pre-populated on-screen match up with the production units you are reporting on this year. If you need to add a production unit, see section e) below. b) Production Units are arranged/will present themselves in REVERSE order (3,2,1). This is a <u>linear process</u>, and does NOT allow you to skip a production unit. c) If you are NOT using a production unit for this reporting year, please check the no box below “a” in the left hand column. If there are production units that are on record that will never be used again, please contact Walter.Hope@state.ma.us with the production unit number(s). These production units can be terminated. d) If your chemical USE in a production unit is BELOW threshold, please check the no box (indicating that this production unit is NOT in use this reporting year). While the production unit may be in use, if the chemical used IN the production unit is below threshold, it does not need to be mentioned. e) If you need to add a NEW production unit to your facility’s description, please check (only once) box “p” (Have additional production units been added to this facility) YES. Doing this will present you with a BLANK production unit sheet that must be completed. New production units will be presented by (). You will need to assign the NEW production unit a NEW identifying number that has not been used in the past. If you get an error message (error message 1127) that says the production unit number is already in use, please select a new, unique, previously un-used number. f) The process and product description (boxes “b” & “c”) cannot be edited or changed. If you need to change the production unit, a new production unit must be created. Refer to the Toxics Use Reporting Appendix I for further information. See line e) above. g) Ensure that all chemicals reported in the production unit pages are reportable for the filing year. If a chemical is entered in error, the chemical Form S can be deleted, which then triggers a need to re-

	<p>validate the submittal. Do NOT enter in chemicals that have been used if their TOTAL USE was below reportable thresholds.</p> <p>h) Production Unit numbers cannot be 'reused' or changed. If you need to add a NEW production unit, see e) above.</p> <p>i) SIC (Standard Industrial Classification Codes) have been phased out. NAICS (North American Industrial Classification System) 6-digit codes are now required. NAICS Codes can be found in the Toxics Use Reporting Appendix A, or access the US Census Department web page: http://www.census.gov/epcd/www/naics.html</p>
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NOTE	<p>Unique MassDEP 4-digit 'CAS' Numbers:</p> <p>Several new TURA chemical identifiers have been added for the following (please refer to Appendix F in the TURA Reporting Instructions):</p>																																																									
	<table> <tr> <th>Identifier #</th><th>Chemical name</th></tr> <tr><td>1000</td><td>ANTIMONY COMPOUNDS</td></tr> <tr><td>1001</td><td>ARSENIC COMPOUNDS</td></tr> <tr><td>1002</td><td>BARIUM COMPOUNDS</td></tr> <tr><td>1003</td><td>BERYLLIUM COMPOUNDS</td></tr> <tr><td>1004</td><td>CADMIUM COMPOUNDS</td></tr> <tr><td>1005</td><td>CHLORDANE (TECHNICAL MIXTURE AND METABOLITES)</td></tr> <tr><td>1006</td><td>CHLORINATED BENZENES</td></tr> <tr><td>1007</td><td>CHLORINATED ETHANES</td></tr> <tr><td>1008</td><td>CHLORINATED NAPHTHALENE</td></tr> <tr><td>1009</td><td>CHLOROPHENOLS</td></tr> <tr><td>1010</td><td>CHLORINATED PHENOLS</td></tr> <tr><td>1011</td><td>CHLOROALKYL ETHERS</td></tr> <tr><td>1012</td><td>CHROMIUM AND COMPOUNDS</td></tr> <tr><td>1013</td><td>COBALT COMPOUNDS</td></tr> <tr><td>1014</td><td>COKE OVEN EMISSIONS</td></tr> <tr><td>1015</td><td>COPPER COMPOUNDS</td></tr> <tr><td>1016</td><td>CYANIDE COMPOUNDS</td></tr> <tr><td>1017</td><td>DDT AND METABOLITES</td></tr> <tr><td>1018</td><td>DICHLOROBENZIDINE</td></tr> <tr><td>1019</td><td>DIPHENYLHYDRAZINE</td></tr> <tr><td>1020</td><td>ENDOSULFAN AND METABOLITES</td></tr> <tr><td>1021</td><td>ENDRIN AND METABOLITES</td></tr> <tr><td>1022</td><td>GLYCOL ETHERS</td></tr> <tr><td>1023</td><td>HALOETHERS</td></tr> <tr><td>1024</td><td>HALOMETHANES</td></tr> <tr><td>1025</td><td>HEPTACHLOR AND METABOLITES</td></tr> <tr><td>1026</td><td>LEAD COMPOUNDS</td></tr> <tr><td>1027</td><td>MANGANESE COMPOUNDS</td></tr> </table>	Identifier #	Chemical name	1000	ANTIMONY COMPOUNDS	1001	ARSENIC COMPOUNDS	1002	BARIUM COMPOUNDS	1003	BERYLLIUM COMPOUNDS	1004	CADMIUM COMPOUNDS	1005	CHLORDANE (TECHNICAL MIXTURE AND METABOLITES)	1006	CHLORINATED BENZENES	1007	CHLORINATED ETHANES	1008	CHLORINATED NAPHTHALENE	1009	CHLOROPHENOLS	1010	CHLORINATED PHENOLS	1011	CHLOROALKYL ETHERS	1012	CHROMIUM AND COMPOUNDS	1013	COBALT COMPOUNDS	1014	COKE OVEN EMISSIONS	1015	COPPER COMPOUNDS	1016	CYANIDE COMPOUNDS	1017	DDT AND METABOLITES	1018	DICHLOROBENZIDINE	1019	DIPHENYLHYDRAZINE	1020	ENDOSULFAN AND METABOLITES	1021	ENDRIN AND METABOLITES	1022	GLYCOL ETHERS	1023	HALOETHERS	1024	HALOMETHANES	1025	HEPTACHLOR AND METABOLITES	1026	LEAD COMPOUNDS	1027
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1028	MERCURY COMPOUNDS
1029	NICKEL AND COMPOUNDS
1030	NITROPHENOLS
1031	NITROSAMINES
1032	ORGANORHODIUM COMPLEX (PMN-82-147)
1033	PHTHALATE ESTERS
1034	POLYBROMINATED BIPHENYLS (PBBS)
1035	POLYNUCLEAR AROMATIC HYDROCARBONS
1036	SELENIUM AND COMPOUNDS
1037	SILVER AND COMPOUNDS
1038	THALLIUM AND COMPOUNDS
1039	ZINC AND COMPOUNDS
1040	POLYCYCLIC AROMATIC COMPOUNDS
1041	VANADIUM COMPOUNDS
1045	POLYCHLORINATED ALKANES
1050	DIISOCYANATES
1060	DIOXIN AND DIOXIN COMPOUNDS
1065	VANADIUM COMPOUNDS
1090	NITRATE COMPOUNDS
1095	SILICA, CRYSTALLINE (RESPIRABLE, <10 MICRONS)
1101	FINE MINERAL FIBERS
1102	ORGANORHODIUM COMPLEX
1103	POLYORGANIC MATTER
1213	ETHYLENEBISDITHIOCARBAMIC ACID, SALTS AND ESTERS (new)
1216	CHROMIUM COMPOUNDS - HEXAVALENT ONLY (beginning in reporting year 2012) NEW CODE#
1217	NON-Hexavalent (category) NEW CODE#
1228	CREOSOTE (new)

Some less commonly used chemicals may not previously have been used in DEP's data system. If you note an error code when entering a CAS #, please call Walter Hope at 617-292-5982.

<p>Toxics Use Report Form S Chemical Use Facility-Wide (1 page)</p>	<ul style="list-style-type: none"> a) Complete Section 1: items c-g with whole numbers unless the reportable chemical is a PBT (then ½ pound increments are allowed), or dioxin (then values should be entered in grams. Please note that if more than 99 grams are entered, a warning message will be presented since high amounts of dioxin are unusual. Blanks are not allowed (enter the number 0). Please enter the Production Ratio as required. Please explain very low or very high Production Ratios in section 'm'. b) Complete Section 2: items a-f are required fields. Enter in either whole numbers or '0' (zero) as appropriate. c) Section 3: is the chemical used to treat waste or control pollution? If on the pre-form you selected YES to the question are ALL of the chemicals used to treat waste, then this will automatically be checked off as YES. In this instance, box c.2 (are there more chemicals to report) may be checked to YES if needed. If on the pre-form the answer was NO, then this box (Section 3.a) MAY be checked YES or NO, and box 3.c.2 may NOT be changed. d) Checking box 3.c.1 as YES will trigger a NOTES page that will appear shortly for any and all notes related to the chemical or production units using the chemical. e) DELETING this form – if this Form appears and you did not use this chemical over the reporting thresholds, you will need to go back to the production unit (Form S Cover Sheet Section 4 (see above)), and delete all reference to the chemical CAS #. You will then need to re-validate the Form S Cover Sheet Section 4, and any forms that fall below (or are associated with that form).
<p>Toxics Use Report Form S Section 4 – Use by Production Unit USE and BYPRODUCT (1 page, more if necessary)</p>	<ul style="list-style-type: none"> a) Production unit #'s may be entered ONLY if they are associated with the Form S Cover Sheet Facility-Wide Listing of Production Units. b) The quantity of chemical code (1-5) c) Answer c as appropriate d) Only enter in process codes that correspond to the chemical and production unit as previously entered on the Form S Cover Sheet (Production Unit) e) If additional production units are using this chemical, indicate so by selecting YES at box 'i' at the bottom of the page. f) Please note: if ALL chemicals are used ONLY to treat waste (as selected on the pre-form), then the Section 4 Toxics Use by Production Unit form will not appear.

Toxics Use Report Form S Section 4 – Use by Production Unit – Comment field only (1 page only)	<ul style="list-style-type: none"> a) This Form will automatically complete the chemical name fields. b) This Form will only be needed if fields on the Form S (chemical use) Section 2 (f)=yes, Section 3 (c.1)=yes, or Form S (production unit) Section 4 (g)=yes, or (h)=no. c) This is a comment field is for chemical (CAS) specific information.
State-Only Form R/A (4 pages per CAS# or more as needed)	<ul style="list-style-type: none"> a) This form is presented ONLY if the chemical is a TURA ONLY reportable chemical, or if the facility is a TURA ONLY reporting facility. b) If you are filing your Form R electronically with EPA, you do not need to submit it separately to DEP. You only need to submit State-only Form R/As if you are reporting chemicals under TURA that are not reportable to TRI (e.g., TURA-only NAICS code or TURA-only chemical, or a unique TURA reportable variation of a chemical). <i>There may be occasions where you will be asked to complete a State Form R/A as well as a Federal Form R/A.</i> c) Codes and instructions for completing this form are found in the EPA TRI Instructions. d) Check n/a as appropriate. Codes used on the State-Only Form R/A can be obtained at http://www.epa.gov/tri.
Toxics Use Fee Worksheet - Invoice (1 page)	<ul style="list-style-type: none"> a) Completed automatically b) TUR Fee Worksheet and INVOICE is both your Fee Worksheet and first/initial INVOICE. c) If you are reporting on BOTH a parent metal and a metal compound (i.e., lead and lead compounds), the system will automatically generate a Toxics Use Fee Worksheet for BOTH chemicals. Please email or write to Walter.Hope@state.ma.us if that this is the case. Print the Fee Worksheet and use this for your own internal 'backup' to process your payment.
Signature screen (1 screen)	<ul style="list-style-type: none"> a) Check the boxes to indicate that the information is correct and accurate (as indicated by the text.) b) Enter in the name of the responsible official who is submitting the information. c) Press accept (at the bottom of the page) d) Once this has been done, the 'signatures' will populate/appear in the signature lines of the prior forms.
Payment <div style="background-color: green; color: black; padding: 5px; display: inline-block;">NOTE</div>	<p>Payment of TURA Fees is made at the time of reporting submittal:</p> <ul style="list-style-type: none"> a) Pick ACH to transfer funds electronically from a bank account (print the receipt for proof of payment for your records); - OR - b) Pick CHECK and enter a specific check number into the system. Mail the check with a copy of the fee worksheet to MassDEP, PO Box 4062, Boston MA, 02211 by September 1, 2013. c) Facilities that do not submit the toxics use fee payment by September 1, 2013 will be subject to a \$1,000 late fee.

<p>Submit screen (1 screen)</p> 	<p>ONCE YOU PRESS SUBMIT the information has been SENT to DEP. DO NOT PRESS submit unless you are ready and you are sure that your submittal is correct and accurate. (After eDEP submittal, corrections can only be made via paper submittal.)</p> <p>IMPORTANT: IF the SUBMIT button is not clicked, and you do not receive a receipt, you have NOT submitted the report. If you are not sure whether you have submitted your report, please contact DEP to confirm.</p>
<p>Receipt screen (1 screen)</p>	<p>A data submittal receipt screen will appear. The receipt includes your transmittal number. Please print this and keep for your files as your proof of submittal.</p>

For eDEP “Quick Fixes” please see the link below:

<http://www.mass.gov/dep/service/compliance/edepquickfix.pdf>

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